Equipment Inventory and Supplies

204.1 PURPOSE AND SCOPE

This facility must have the materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing and inventory of those items.

204.2 POLICY

The Chief Deputy of Corrections or designee shall ensure that all correctional facility property and fixed assets are inventoried annually and that all supplies purchased are reconciled with the invoice, in accordance with the limits set by the auditor, prior to payment.

The Correctional Facility maintains a secure storage area for the purpose of storing supplies and equipment. The Chief Deputy of Corrections or designee shall maintain oversight of the area.

The Financial Services Bureau is responsible for the purchasing and acquisition of materials and equipment for this facility. Supplies and equipment that are not needed for immediate use should be stored in a secure storage area.

204.3 EQUIPMENT INVENTORY

Under the direction and responsibility of the Chief Deputy of Financial Services, the Financial Services Bureau shall maintain an inventory of all fixed assets, which shall be reviewed and updated annually

Copyright Lexipol, LLC 2023/01/17, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office